

# **GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONE BENEFITS**

## **I. STATE INCENTIVES**

### **A. Property Tax Credit**

**The following minimum standards must be met by business entities located within the Greater Aberdeen/Havre de Grace Enterprise Zone (Zone) in order to apply for the real property tax credit:**

**Twenty-five thousand dollars (\$25,000) in capital investment above the base level for those businesses employing ten (10) or fewer full-time employees. Prior to 7/1/01, minimum of 25 hours per week per job; effective 7/1/01, minimum of 35 hours per week per job at 150% of minimum wage. OR fifty thousand dollars (\$50,000) in capital investment above the base level for those businesses employing eleven (11) or more full-time employees, (prior to 7/1/01, minimum of 25 hours per week per job; effective 7/1/01, minimum of 35 hours per week per job at 150% of minimum wage) in accordance with local requirements on or after the designation date of June 15, 1996.**

**The credit for the first through fifth years is for 80% of the property taxes on the "eligible" assessment. The "eligible" assessment is defined as the difference between the base year assessment (i.e., the taxable assessment on the property in the tax year immediately preceding the first year in which the special tax credit will be applied) and the assessment for the first year in which the credit will be applied. Property must be certified to the Department of Assessments and Taxation by the Office of Economic Development during the calendar year (prior to January 1) in order to receive the tax credit for the following year. Credits will be applied to tax bills issued on the July 1 following qualification.**

**Property tax credits for the sixth through the tenth year are: 6th year - 70%; 7th year - 60%; 8th year - 50%; 9th year - 40%; and 10th year -30%.**

**A property is qualified by the Office of Economic Development via the use of a letter indicating the name and address of the property owner and property tax account number. This letter, after certification of qualification by the appropriate local government(s) is sent to the State Department of Assessments and Taxation, with a copy to the local assessor and the appropriate local government.**

**The State of Maryland representative for this tax credit program is Robert Young, State Department of Assessments and Taxation, 301 Preston Street, 8th Floor, Baltimore, MD 21201-2305; telephone (410) 767-1191.**

### **B. Income Tax Credit**

**Qualifying businesses are eligible for State of Maryland income tax credits based on new jobs created following the zone designation date of June 15, 1996. The minimum qualifications for Income Tax Credits for businesses are: (1) two (2) new jobs created (prior to 7/1/01, minimum of 25 hours per week per new job created ; effective 7/1/01, minimum of 35 hours per week per new job created at an hourly wage of 150% of minimum wage) above the base employment level for those businesses employing ten (10)**

or fewer full-time equivalent employees, OR (2) five (5) new jobs created (prior to 7/1/01, minimum of 25 hours per week per new job created; effective 7/1/01, minimum of 35 hours per week per new job created at an hourly wage of 150% of minimum wage) above the base employment level for those businesses employing eleven (11) or more full-time equivalent employees. These credits vary according to the type of employee used to fill the newly-created jobs.

For "economically disadvantaged" employees who have been certified by the Department of Labor, Licensing and Regulations (local job service or employment office), the maximum credits are:

- (a) Prior to 7/1/01, \$1,500 the first year, \$1,000 the second year, and \$500 the third year; based on a minimum 25 hours per week per new job created; or
- (b) Effective 7/1/01, the maximum credits are \$3,000 the first year, \$2,000 the second year, and \$1,000 the third year based on a minimum 35 hours per week per new job created, at an hourly salary of 150% of minimum wage.
- (c) For a non-economically disadvantaged employee, prior to 7/1/01, the credit is a one-time maximum of \$500, based on a minimum 25 hours per week per new job created; or
- (d) Effective 7/1/01, a one-time maximum of \$1,000 based on a minimum 35 hours per week per new job created, at an hourly salary of 150% of minimum wage.

If the business hires a disadvantaged employee to replace a disadvantaged employee in the second year, the maximum credit is \$1,000 (prior to 7/1/01) or \$2,000 (effective 7/1/01, based on a minimum 35 hours per week at an hourly salary of 150% of minimum wage). If the business hires a disadvantaged employee to replace a disadvantaged employee in the third year, the maximum credit is \$500 (prior to 7/1/01) or \$1,000 (effective 7/1/01, based on a minimum 35 hours per week at an hourly salary of 150% of minimum wage). Replacement of a non-economically disadvantaged employee by another such employee earns no credit.

Income tax credits are available on tax returns for the taxable years immediately following the designation of the Zone or the location of the business in the Zone, whichever is later. The credit is available on wages paid in the taxable year only, and the employee must have worked at least six months before a tax credit can be received. The six-month qualification period begins when the employee is hired, even though the credit is not taken until the following year. Prior to 7/1/01, eligible employees must work at least 25 hours per week and spend at least 50% of his or her working time in the Zone or in activities related to the business located within the Zone. Effective 7/1/01, eligible employees must work at least 35 hours per week at an hourly wage of 150% of minimum wage and spend at least 50% of his or her working time in the Zone or in activities related to the business located within the Zone.

A business entity is qualified by receipt of a letter from the Office of Economic Development stating that the business has fulfilled the requirements of the local political subdivision to receive the credits.

Procedures for recruiting qualified Enterprise Zone applicants include:

1. Businesses submit a job order to the Maryland Job Service Office requesting Enterprise Zone vouchered applicants.
2. The Maryland Job Service Office vouchers applicants on a regular basis and many "walk-in" applicants may already be vouchered.
3. Businesses must send job applicants to the Maryland Job Service Office for voucher-ing prior to being hired.

In the case of businesses who can retroactively be certified, the Maryland Job Service Office will also do this. In such cases, a copy of the letter of certification from the Office of Economic Development is sent to the Maryland Job Service Office requesting this service. Retroactive vouchering can be done on employees hired on or after the zone designation date of June 15, 1996.

In all cases, the business is responsible for sending the voucher to the State by date of hire (or when vouchered for retroactive cases) and certification papers will be sent within a short period of time.

The qualifying business follows the instructions printed on Maryland Tax Form 500CR, "Enterprise Zone Tax Credit," which is available from the Income Tax Division and submits the form with its annual filing.

The income tax credit is treated as an addback modification to taxable income on the Maryland return, whereby the amount of credit is added back to taxable income. This procedure is similar to the "Targeted Jobs Tax Credit" at a federal level. The tax credit is not a refundable credit and all excess credits are carried forward five (5) years from the date the qualified employee was hired.

Employees who are re-hired after having been laid off for more than one year may be eligible for the tax credit plan. Consult the Maryland Job Service Office.

In the event of an audit, the following documents must be supplied to the auditing agency:

1. The letter of qualification received from the Office of Economic Development;
2. The certifying form from the Maryland Job Service Office indicating the class of employee for whom the tax credit is sought (i.e., economically disadvantaged or not);
3. Payroll records for all employees of the business.

The State of Maryland Representative for the Jobs Credit Program is: James W. Fowler, Assistant Manager, Revenue Administration Division, 110 Carroll Street, P.O. Box 1829, Annapolis, MD 21411-0000; telephone: (410) 260-7022.

## **II. LOCAL INCENTIVES**

**The following represents the local initiatives and incentives that may be targeted to businesses within the proposed Greater Aberdeen/Havre de Grace Enterprise Zone:**

- 1. The Cities of Aberdeen and Havre de Grace have Revolving Loan Program funds for projects qualifying by the criteria of those programs.**
- 2. Assist eligible, creditworthy property owners and businesses in pursuing financing for development projects through the Maryland Economic Development Authority and Assistance Funds (MEDAAF/MEDAF), the Neighborhood Business Development Program of DHCD, Community Development Block Grants (CDBG) funds, and other federal, state, or local funding sources which exist or may emerge.**
- 3. Focus on and promote the services available through Harford County's Small Business Resource Center (SBRC). The SBRC will provide counseling and training to small businesses, particularly in the areas of business planning, marketing, technical and regulatory assistance. Additionally, financing assistance will be made available to eligible borrowers through commercial lenders and the SBA 504 and Farmer's Home Loan Programs.**
- 4. Promotion of cooperative marketing efforts for tourism development between Aberdeen and Havre de Grace.**
- 5. Coordination of activities between businesses and Harford Community College, Harford Technical High School, HEAT entities, Maryland Job Services, the Susquehanna Workforce Network, and the Open Doors Career Center to enhance the delivery of relevant educational courses, technical training, job counseling, and job placement opportunities.**
- 6. Incorporation, wherever possible, of the Northeastern Maryland Technology Council.**
- 7. Advantages of using Harford County's "Fast Track" permitting for major industrial projects or expansions. Both municipalities will also add a modified building permit process for the Greater Aberdeen/Havre de Grace Enterprise Zone which would result in an expedited review of building permit applications.**

**Revised 12/28/01**

# GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONE

## QUALIFICATION CHECKLIST

(This form is for your reference only. For assistance, please call HCOED at (410) 638-3059.

### BEFORE SUBMITTING APPLICATIONS:

- \_\_\_\_\_ Determine that the business property is in the Greater Aberdeen/Havre de Grace Enterprise Zone.
- \_\_\_\_\_ Meet minimum eligibility criteria for Jobs OR Capital Investment:
- \_\_\_\_\_ New job(s) created "or"
  - \_\_\_\_\_ New construction "or"
  - \_\_\_\_\_ Rehabilitation of property "or"
  - \_\_\_\_\_ Applied for Use and Occupancy Permit after June 30, 1996

### APPLICATION(S):

- \_\_\_\_\_ Submit a "Qualification Application" to the Office of Economic Development if site is located outside the boundaries of the City of Aberdeen and the City of Havre de Grace. If site is located within the City of Aberdeen, submit duplicate signed "Qualification Application" simultaneously to the Harford County Office of Economic Development and the City of Aberdeen. If site is located within the City of Havre de Grace, submit duplicate signed "Qualification Application" simultaneously to the Harford County Office of Economic Development and the City of Havre de Grace.

- \_\_\_\_\_ Property Tax Credits: submit form when building permit is received
- \_\_\_\_\_ Income Tax Credits: submit form when hiring new employee(s)

- \_\_\_\_\_ **Income Tax Credits (ITC) ONLY:** In addition to the "Qualification Form," submit the "New Jobs Created" form to the Harford County Office of Economic Development. The list should include employees meeting one of these requirements:

- \_\_\_\_\_ Newly created jobs (not replacement hires) since locating/expanding in the Zone.
- \_\_\_\_\_ Full-time employment (prior to 7/1/01, 25 hours or more per week for each new job created; or effective 7/1/01, full-time employment is 35 hours or more per week for each new job created at an hourly wage of 150% of minimum wage).
- \_\_\_\_\_ Employed with the business at least six (6) months.
- \_\_\_\_\_ Work in the Zone or doing activities directly related to the Zone.

- \_\_\_\_\_ **Property Tax Credits (PTC) ONLY:** Any property owner, business, or other entity seeking Enterprise Zone incentives through the Greater Aberdeen/Havre de Grace Enterprise Zone must be in full compliance with all federal, state and local laws, codes, ordinances and standards governing the use and occupancy of its premises, including historic preservation regulations in Harford County and the municipalities. If such is not the case, then, prior to consideration of any incentives, or as a condition of local approval of the planned expansion or significant improvement, all items not in compliance shall be brought into compliance prior to receipt of any incentives.

Moreover, any applicant seeking incentives with respect to property tax credits shall comply with the City of Aberdeen, the City of Havre de Grace, Aberdeen Proving Ground or Harford County development and design standards, whichever is appropriate based on the property's

(CONTINUED)

location, that would be in effect at the time such incentives are sought. The above incentives are subject to review by appropriate planning and zoning entities associated with Harford County, the City of Aberdeen, the City of Havre de Grace or Aberdeen Proving Ground.

For areas within the following boundaries, please contact the appropriate agency to obtain the development and design standards required:

1. Within the City of Aberdeen - Planning Dept., P.O. Box 70, Aberdeen, MD 21001, phone 410-272-1600;
2. Within the City of Havre de Grace - Planning Dept., 711 Pennington Avenue, Havre de Grace, MD 21078, phone 410-939-1800; and
3. Within Aberdeen Proving Ground, contact Sandy Kormak, Planning, U.S.Army Garrison, Aberdeen Proving Ground, MD 21001, phone 410-278-8869.

For areas outside of the incorporated boundaries and Aberdeen Proving Ground, please submit one (1) copy of both a site and landscape plan, which illustrates that the following prequalification standards have been met:

- \_\_\_\_\_ Curb and gutter are installed at all entrances to property to insure proper drainage within the public access road.
- \_\_\_\_\_ All on-site areas used for parking, loading and vehicular circulation are paved with an impervious, dust-free surface.
- \_\_\_\_\_ All dumpster, refuse collection areas, and outdoor storage are effectively screened.
- \_\_\_\_\_ A minimum area of 5% of the total site is landscaped, including the planting of area theme-specific street trees at no less than 30-feet on center along the property fronting the public access road.
- \_\_\_\_\_ A minimum sidewalk width of 5 feet has been provided along all public road frontage.
- \_\_\_\_\_ Has complied with other development and design standards that have been developed in conjunction with local business associations and planning councils, and which are in effect at the time such incentives are sought.

**NOTE:** Further information on areas outside of the incorporated boundaries can be obtained from Harford County Planning & Zoning (410-638-3103). For information pertaining to areas within the City of Aberdeen (410-272-1600) or the City of Havre de Grace (410-939-1800), contact the planning department of each municipality.

#### **AFTER SUBMITTING APPLICATION(S):**

- \_\_\_\_\_ **Income Tax Credits (ITC) ONLY:** The Maryland Job Service contacts business applicant to review list of employees and determine individual eligibility as "disadvantaged" or "non-disadvantaged."
- \_\_\_\_\_ Office of Economic Development sends an approval letter or an explanation for disapproval. (Copies of the approval letter are submitted by OED to appropriate local and state agencies.)
- \_\_\_\_\_ **Property Tax Credits (PTC) ONLY:** Property tax credits will automatically appear on Harford County tax bills in July. Municipal property tax credits for locations within the City of Aberdeen or the City of Havre de Grace will be processed by the respective municipalities. (Credits will not appear on half-year tax bills in January. Please pay any half-year taxes owed.)

\_\_\_\_\_ **Income Tax Credits (ITC) ONLY:** Credits should be claimed using Maryland Tax Form 500CR and a copy of the approval letter from OED.

\_\_\_\_\_ Prior to 7/1/01, \$500 per "non-disadvantaged" employee first year after being hired. Effective 7/1/01, this increases to \$1,000 for each full-time employee (minimum 35 hours per week per new job created, at an hourly salary of 150% of minimum wage).

\_\_\_\_\_ Prior to 7/1/01, \$1,500 per "disadvantaged" employee (as identified by MD Job Service) first year after being hired. Effective 7/1/01, this increases to \$3,000 for each "disadvantaged" full-time employee (minimum 35 hours per week per new job created, at an hourly salary of 150% of minimum wage).

\_\_\_\_\_ Prior to 7/1/01, \$1,000 per "disadvantaged" employee second year after remaining employed or being replaced **ONLY** by another approved "disadvantaged" employee (per MD Job Service). Effective 7/1/01, this increases to \$2,000 for each "disadvantaged" full-time employee (minimum 35 hours per week per new job created, at an hourly salary of 150% of minimum wage).

\_\_\_\_\_ Prior to 7/1/01, \$500 per "disadvantaged" employee third year after remaining employed or being replaced **ONLY** by another approved "disadvantaged" employee (per MD Job Service). Effective 7/1/01, this increases to \$1,000 for each "disadvantaged" full-time employee (minimum 35 hours per week per new job created, at an hourly salary of 150% of minimum wage).

12/28/01

## **ENTERPRISE ZONE INCOME TAX CREDITS**

There are two categories of income tax credits available to Enterprise Zone employers for the creation of new jobs. These are direct credits available against the tax developed on the Maryland Corporation Income Tax return (Form 500) or the Maryland Individual Tax Return Form 502 or 505). For each job created prior to 7/1/01, a business can earn up to \$3,000 in the first three years of employment for each economically disadvantaged employee hired and \$500 in the first year of employment for each non-disadvantaged employee hired. Effective 7/1/01, for each job created based on 35 hours per week per new job at an hourly wage of 150% of minimum wage, a business can earn up to \$6,000 in the first three years of employment for each economically disadvantaged employee hired and \$1,000 in the first year of employment for each non-disadvantaged employee hired.

After your business has obtained the Notice of Eligibility from the Office of Economic Development, tax credits may be taken on each new position created.

In order for your business to receive the economically disadvantaged credit, the Maryland Job Service must certify employees who are economically disadvantaged and issue the Certification of Eligibility. Prior to 7/1/01, this credit is up to \$1,500 for the first year, \$1,000 for the second year, and \$500 for the third year. Effective 7/1/01, the credit is up to \$3,000 for the first year, \$2,000 for the second year, and \$1,000 for the third year based on a 35-hour work week at an hourly wage of 150% of minimum wage.

### **HOW TO OBTAIN THE DISADVANTAGED ENTERPRISE ZONE CREDIT**

**STEP 1**      **Before you hire**, contact the Maryland Job Service Office at (410) 836-4602, with your job order indicating that you wish Enterprise Zone eligibles be referred. If you have walk-ins, send them to 2 South Bond Street, Bel Air, for screening. The Maryland Job Service will send you qualified applicants for interviews with your company either at your place of business or at the Maryland Job Service. Those eligible for the disadvantaged credit will have a voucher issued by the Maryland Job Service. Please ask the applicant for the voucher.

**STEP 2**      Once you hire an individual, complete the voucher and return it to the: Targeted Jobs Tax Credit, 1100 North Eutaw Street, Room 205, Baltimore, MD 21201.

**STEP 3**      You will receive a Certification of Eligibility from Baltimore for your tax records.

### **NON-DISADVANTAGED CREDIT**

This is a one-time credit. Prior to 7/1/01, the credit is \$500 for each new full-time job created exceeding 25 hours per week, one-half of which must be worked within the Enterprise Zone. Effective 7/1/01, the credit is \$1,000 based on a 35-hour work week at an hourly wage of 150% of minimum wage. No paper work is required; however, as with the disadvantaged credit, the following conditions of employment must be met in order to claim the credit.

**The employee:**

- 1. Must have been hired by the business subsequent to the date on which the Enterprise Zone was designated or the date on which the business located in the Enterprise Zone, whichever is later;**
- 2. Was not hired to replace an individual who was employed by the business in that or any previous taxable year except in the case where a qualifying employee was replaced;**
- 3. Is a new employee or an employee rehired after being laid off for more than one year;**
- 4. Prior to 7/1/01, was employed at least 25 hours per week by the business for at least six consecutive months during the taxable year. Effective 7/1/01, employment must be at least 35 hours per week at an hourly wage of 150% of minimum wage for at least six consecutive months during the taxable year.**
- 5. Spent at least 50% of work time in the Enterprise Zone or in activities directly related to the Zone. Positions that normally require an employee to be away from the Enterprise Zone, such as driving a truck delivering goods manufactured in the Zone, can be eligible so long as their activities are directly related to the Zone.**

**If you have any questions, contact the Maryland Job Service Office at (410) 836-4602.**

**Revised 12/28/01**

## **GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONE ELIGIBILITY STANDARDS**

The following standards have been developed by the State of Maryland and by Harford County and the Cities of Aberdeen and Havre de Grace. All business entities wishing to receive the benefits of the Greater Aberdeen/Havre de Grace Enterprise Zone must comply with these standards.

1. The business must have been located within the Zone boundaries on the date of designation, relocated to the Zone after the designation date, or started new construction or expansion within the Zone after the designation date.

Designation Date:      Greater Aberdeen/ Havre de Grace      June 15, 1996  
Enterprise Zone (encompassing U.S. 40 and  
MD 22. See map for exact area.)

Expanded Date:      June, 1997

2. (a) INCOME TAX CREDITS - MINIMUM QUALIFICATION

Greater Aberdeen/Havre de Grace Enterprise Zone:

For businesses employing ten (10) or fewer full-time equivalent employees, two (2) new full-time jobs created:

- (1) Prior to 7/1/01, minimum of 25 hours per week per new job created; or
- (2) Effective 7/1/01, employment must be at least 35 hours per week per new job created at an hourly wage of 150% of minimum wage.

For businesses employing eleven (11) or more full-time equivalent employees, five (5) new full-time jobs created:

- (1) Prior to 7/1/01, minimum of 25 hours per week per new job created; or
- (2) Effective 7/1/01, employment must be at least 35 hours per week per new job created at an hourly wage of 150% of minimum wage.

**(OR)**

- (b) PROPERTY TAX CREDITS - MINIMUM QUALIFICATION

Greater Aberdeen/Havre de Grace Enterprise Zone

For businesses employing ten (10) or fewer full-time equivalent employees,  
\$25,000 in capital investment above the base level.

For businesses employing eleven (11) or more full-time equivalent employees,  
\$50,000 in capital investment above the base level.

Proprietorships, partnerships and corporations may be deemed eligible for benefits at the discretion of the Harford County Office of Economic Development (OED) in conjunction with the City of Aberdeen or the City of Havre de Grace (for those businesses located within the respective municipal boundaries) if the employment or capital investment criteria above are met.

#### ADDITIONAL ELIGIBILITY CRITERIA FOR GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONE

Property owners and businesses located within the Greater Aberdeen/Havre de Grace Enterprise Zone may be certified for incentives if the primary business activity conducted on the properties is in the general public interest and consistent with any of the following categories: (1) manufacturing, fabrication and assembly; (2) warehousing and distribution; (3) research and development; (4) offices; (5) professional or personal commercial services; (6) retail; (7) tourism activities; and (8) hospitality services.

Additionally, property owners or resident and new businesses within the Greater Aberdeen/Havre de Grace Enterprise Zone must create a minimum of two (2) new full-time jobs (prior to 7/1/01, each new full-time job created must be a minimum of 25 hours per week; effective 7/1/01, each new full-time job created must be at least 35 hours per week at an hourly wage of 150% of minimum wage) above the base employment level for those businesses employing ten (10) or fewer full-time equivalent employees. For those businesses employing eleven (11) or more full-time equivalent employees, property owners or resident or new businesses within the Greater Aberdeen/Havre de Grace Enterprise Zone must create a minimum of five (5) new full-time jobs (prior to 7/1/01, each new full-time job created must be a minimum of 25 hours per week; effective 7/1/01, each new full-time job created must be at least 35 hours per week at an hourly wage of 150% of minimum wage) above the base employment level

**- OR -**

make a capital investment of at least \$25,000 above the base level for those businesses employing ten (10) or fewer full-time employees (prior to 7/1/01, each new full-time job must be a minimum of 25 hours per week; effective 7/1/01, each new full-time job must be at least 35 hours per week at an hourly wage of 150% of minimum wage) level - **AND** - execute a Jobs Agreement committing best efforts to increase meaningful employment opportunities for low-to-moderate income persons residing within the Greater Aberdeen/Havre de Grace area to be eligible for any real property and income tax incentives. For those businesses employing eleven (11) or more full-time employees, property owners or resident or new businesses within the Greater Aberdeen/Havre de Grace Enterprise Zone must make a capital investment of at least \$50,000 above the base level - **AND** - execute a Jobs Agreement committing best efforts to increase meaningful employment opportunities for low-to-moderate income persons residing within the Greater Aberdeen/Havre de Grace area to be eligible for any real property and income tax incentives.

Any property owner or resident business seeking incentives through the Greater

Aberdeen/Havre de Grace Enterprise Zone must be in full compliance with all state and local laws, codes and ordinances governing the use and occupancy of its premises. If such is not the case, then, prior to consideration of any incentives, or as a condition of local approval of the planned expansion or major improvements, all items not in compliance shall be brought into compliance prior to receipt of any incentives.

Moreover, any property owner or resident business seeking Enterprise Zone incentives through the Greater Aberdeen/Havre de Grace Enterprise Zone must be in full compliance with all federal, state and local laws, codes, ordinances and standards governing the use and occupancy of its premises, including historic preservation regulations in Harford County and the municipalities. If such is not the case, then, prior to consideration of any incentives, or as a condition of local approval of the planned expansion or significant improvement, all items not in compliance shall be brought into compliance prior to receipt of any incentives.

Moreover, any applicant seeking incentives with respect to property tax credits shall comply with Aberdeen, Havre de Grace, Aberdeen Proving Ground or Harford County development and design standards, whichever is appropriate based on the property's location, that would be in effect at the time such incentives are sought. The above incentives are subject to review by appropriate planning and zoning entities associated with Harford County, the City of Aberdeen, or the City of Havre de Grace.

For areas outside of the incorporated boundaries, any property owner or resident business seeking incentives with respect to property tax credits shall (1) install curb and gutter at all entrances to its property to insure proper drainage within the public access road; (2) pave with an impervious, dust-free surface all on-site areas used for parking, loading and vehicular circulation; (3) effectively screen all dumpster and refuse collection areas, and outdoor storage; (4) landscape a minimum area of 5% of the total site, including the planting of area theme-specific street trees at no less than 30-feet on center along the property fronting the public access road; (5) provide a minimum sidewalk width of 5 feet along all public road frontage; and (6) comply with other development and design standards that have been developed in conjunction with local business associations and planning councils, and which would be in effect at the time such incentives are sought. All of the above incentives for those properties outside of the City of Aberdeen and the City of Havre de Grace are subject to review by Harford County Planning & Zoning to ensure compliance.

Property owners and businesses must complete an application for Enterprise Zone eligibility prior to any consideration being given to real property and income tax incentives. The application shall require relevant information, including but not limited to, name and address of the business/property owner, verification of increases in employment, certification of costs for new construction or major renovations, etc.

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**MUST BE RECEIVED NO LATER THAN OCTOBER 1 FOR ANY REAL PROPERTY CREDITS TO BEGIN THE FOLLOWING JULY 1.**

**PROPERTY OWNERS: SUBMIT IMMEDIATELY UPON RECEIPT OF BUILDING PERMIT**  
**TENANTS: SUBMIT IMMEDIATELY UPON START-UP OR EXPANSION OF BUSINESS.**

**GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONE  
QUALIFICATION APPLICATION**

**Name of Firm:**\_\_\_\_\_ **NAICS Code: (Required)**\_\_\_\_\_

**Contact Person:**\_\_\_\_\_

**Mailing Address:**\_\_\_\_\_

**Telephone Number:**\_\_\_\_\_ **Fax Number:**\_\_\_\_\_

**Parent Corporation (if applicable):**\_\_\_\_\_

**Address of Corporate Headquarters:**\_\_\_\_\_

**Name of Corporate Contact Person:**\_\_\_\_\_ **Phone Number:**\_\_\_\_\_

**Name of Property Owner (if different):**\_\_\_\_\_

**Address of Property Owner (if different):**\_\_\_\_\_

**Property Address in the Enterprise Zone (if different):**\_\_\_\_\_

**Is Property within the City of Aberdeen or City of Havre de Grace?**\_\_\_\_\_ **If yes, which city?**\_\_\_\_\_

**When did business locate to or expand in Zone:**\_\_\_\_\_

**Type of Business in Zone:**\_\_\_\_\_

**Property Tax District Number:(two digits)**\_\_\_\_\_ **Property Tax Account Number:(six digits)**\_\_\_\_\_

**Business Tax Year: From**\_\_\_\_\_ **To:**\_\_\_\_\_  
(month/day) (month/day)

**Is the Company: New:**\_\_\_\_\_ **Expanding:**\_\_\_\_\_ **Relocating:**\_\_\_\_\_

**Prior Location (if applicable):**\_\_\_\_\_

**Date of Relocation (if applicable):**\_\_\_\_\_

**Is this Project: New Construction:**\_\_\_\_\_ **Rehabilitation:**\_\_\_\_\_

**Project Starting Date:**\_\_\_\_\_ **Expected Completion Date:**\_\_\_\_\_

**\*Cost of Project - MINIMUM COST OF PROJECT FOR ELIGIBILITY IS \$25,000 (for businesses with ten or fewer employees or \$50,000 (for businesses with eleven or more employees).**

**AND/OR**

**\*\*2 NEW FULL-TIME JOBS TO BE CREATED (for businesses with ten or fewer employees) or 5 NEW FULL-TIME JOBS TO BE CREATED (for businesses with eleven or more employees). Prior to 7/1/01, minimum of 25 hours per week per new job created is considered full-time equivalent; effective 7/1/01, minimum of 35 hours per week per new job created at 150% of minimum wage) is considered full-time.**

**(Land)** \$ \_\_\_\_\_

**(Building)** \$ \_\_\_\_\_

**(Machinery & Equipment)** \$ \_\_\_\_\_

**Current No. of Employees: Full Time:**\_\_\_\_\_ **Part Time:**\_\_\_\_\_

**\*\*Number of New Full-Time Jobs To Be Created :** \_\_\_\_\_

**\*\*Number of New Part-Time Jobs To Be Created:** \_\_\_\_\_

**\*NOTE: The Enterprise Zone Program has requirements for business eligibility based upon a minimum cost of project or the number of new full-time jobs created. SEE "COST OF PROJECT" CATEGORY ABOVE TO IDENTIFY THIS REQUIRED MINIMUM COST OF PROJECT FOR ELIGIBILITY OR REQUIRED NUMBER OF NEW FULL-TIME**

**(CONTINUED)**

**JOBS TO BE CREATED (Prior to 7/1/01, minimum of 25 hours per week per job; effective 7/1/01, minimum of 35 hours per week per job at 150% of minimum wage). Proof of expenditures on construction/rehabilitation and/or a list of new employees may be required.**

**Projected Annual Payroll for these New Jobs:** \$ \_\_\_\_\_

**Hourly Wage for New Jobs (without benefits):** \$ \_\_\_\_\_

**Cost of Benefits Provided (per new employee):** \$ \_\_\_\_\_

**Signature of Person Completing this Form:** \_\_\_\_\_

**Typed Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please submit application as follows:

1. For projects located within the City of Aberdeen:  
Send one signed original to the Department of Planning, City of Aberdeen, P.O. Box 70, Aberdeen, MD 21001 **AND** a second signed original to Harford County Office of Economic Development, ATTN: Enterprise Zone Coordinator, 220 South Main Street, Bel Air, MD 21014.
2. For projects located within the City of Havre de Grace:  
Send one signed original to the Department of Planning, City of Havre de Grace, 711 Pennington Avenue, Havre de Grace, MD 21078 **AND** a second signed original to Harford County Office of Economic Development, ATTN: Enterprise Zone Coordinator, 220 South Main Street, Bel Air, MD 21014.
3. For projects located at Aberdeen Proving Ground:  
Send one signed original to the Director of Plans, Training & Mobilization, Commander, U.S. Army Garrison Activity, ATTN: STEAP-PF, APG, MD 21005-5001, **AND** a second signed original to Harford County Office of Economic Development, ATTN: Enterprise Zone Coordinator, 220 South Main Street, Bel Air, MD 21014.
4. For all other projects located in Harford County:  
Send one signed original to Harford County Office of Economic Development, ATTN: Enterprise Zone Coordinator, 220 South Main Street, Bel Air, MD 21014.

**Revised 12/28/01**

## **EXAMPLE OF CALCULATION OF 80% TAX CREDIT**

The property at 22 East XYZ Street, becoming qualified in Calendar Year 2002, will first receive the assessment credit on the July 1, 2003 tax bill (Fiscal Year 2003-04).

<u>Year 1</u>	2003-04 assessment	=	\$150,000
	2002-03 base assessment (excluding any new property first assessed in 2001-2002)	=	\$100,000
	Increase in assessment	=	\$ 50,000
	Credit allowed on assessment (\$50,000 increased assessment x 80% = \$40,000)	=	\$ 40,000
	<u>FIRST YEAR CREDIT AMOUNT:</u>	<u>\$40,000 / 100 x local tax rate</u>	

<u>Year 2</u>	2004-05 assessment	=	\$180,000
	2002-03 base assessment (excluding any new property first assessed in 2002-03)	=	\$100,000
	Increase in assessment	=	\$ 80,000
	Credit allowed on assessment (\$80,000 x 80%)	=	\$ 64,000
	<u>SECOND YEAR CREDIT AMOUNT:</u>	<u>\$64,000 / 100 x local tax rate</u>	

To be calculated for each year over the next three (3) years.

(The 80% credit may be granted for a total of five (5) years.)

THE STATE OF MARYLAND ALLOWS A PROPERTY TAX CREDIT PROGRAM FOR AN ADDITIONAL FIVE (5) YEARS AS FOLLOWS:

6 <sup>th</sup> YEAR	- Credit is 70%
7 <sup>th</sup> YEAR	- Credit is 60%
8 <sup>th</sup> YEAR	- Credit is 50%
9 <sup>th</sup> YEAR	- Credit is 40%
10 <sup>th</sup> YEAR	- Credit is 30%

## NEW JOBS CREATED

### GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONE

Submitted by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Date: \_\_\_\_\_

NAICS CODE: \_\_\_\_\_

Please complete the information below for new full-time positions created. prior to 7/1/01, new full-time jobs must be 25 hours or more. Effective 7/1/01, new full-time jobs must be 35 hours or more per week at 150% of minimum wage. DO NOT list new employees hired as replacements for existing vacancies. Submit with Qualification Application.

NAME	ADDRESS	CITY	STATE	SOCIAL SECURITY NUMBER	ECONOMICALLY DISADVANTAGED (YES/NO)	DATE STARTED WORK	PROJECTED ANNUAL PAY